

# Lead Schools (LS) for Hertfordshire Music Hub

This document sets out the selection criteria and role of the Lead Schools within Hertfordshire, managed by Hertfordshire Music Service (HMS) as the Hub Lead Organisation (HLO) and Music Hub for Hertfordshire.

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## The context and purpose of Lead Schools

**The National Plan for Music Education (NPME) emphasises the role of Hubs in supporting school music improvement, embedding stronger practice, and supporting effective professional development for teachers.**

**As part of this, the Department for Education (DfE) would like Hubs “to support stronger links between local schools and academy trusts, and broker opportunities for peer-to-peer learning.” Lead Schools are designed to drive this by embedding schools within the Music Hub, not only as customers of the Hub, but as co-creators and delivery partners for elements of its work.**

Lead Schools for Music 2023, Arts Council England

The core purpose of a Lead School, as set out within the NPME, is to champion music education, developing and nurturing local school relationships and networks as part of and on behalf of the Hub. Lead Schools will supplement the role of the Hub Lead Organisation.

Lead Schools will act as an ambassador for music education and model behaviour and practice expected from schools in relation to music (as set out in the NPME). Lead Schools are a key partner within the Hub and help with engaging schools within the Hub area, demonstrating and advocating for the vital role schools will play in ensuring the success of the NPME.

Lead Schools will appoint a primary contact who will regularly engage with the Music Hub.

## Lead Schools for Hertfordshire

HMS is aiming to appoint one Lead Early Years, Primary, and Secondary school in each of the four regions. Additionally, a Special School and an Alternative Provision provider be appointed to share their expertise across the county.

- 4 x Primary (one per region)
- 4 x Secondary (one per region)
- 4 x Early Years settings (one per region)
- 1 x Alternative Provision
- 1 x Special School

## Criteria

Lead Schools/Settings should be able to evidence:

### **Comprehensive music programme:**

The school must have an established, rich musical culture with a well-rounded curriculum, including co-curricular and extra-curricular offerings such as vocal/instrumental lessons, ensembles, and events. It should provide at least one hour of music per week at Key Stages 1-3 and offer GCSE/vocational and A-level/vocational music qualifications if applicable. There should be a commitment to supporting pupil progression across the region, understanding Music Hub and wider opportunities available, and enabling pupils to access them.

### **Strategic and inclusive approach:**

The school should have the capacity to take on a Lead School role, with an ambitious and aspirational School Music Development Plan in place. This plan should evidence support for music outcomes beyond the school and promote Music Hub opportunities. The school must also demonstrate a strategic approach to inclusion and support pupil progression across the region.

### **Proven track record and CPD commitment:**

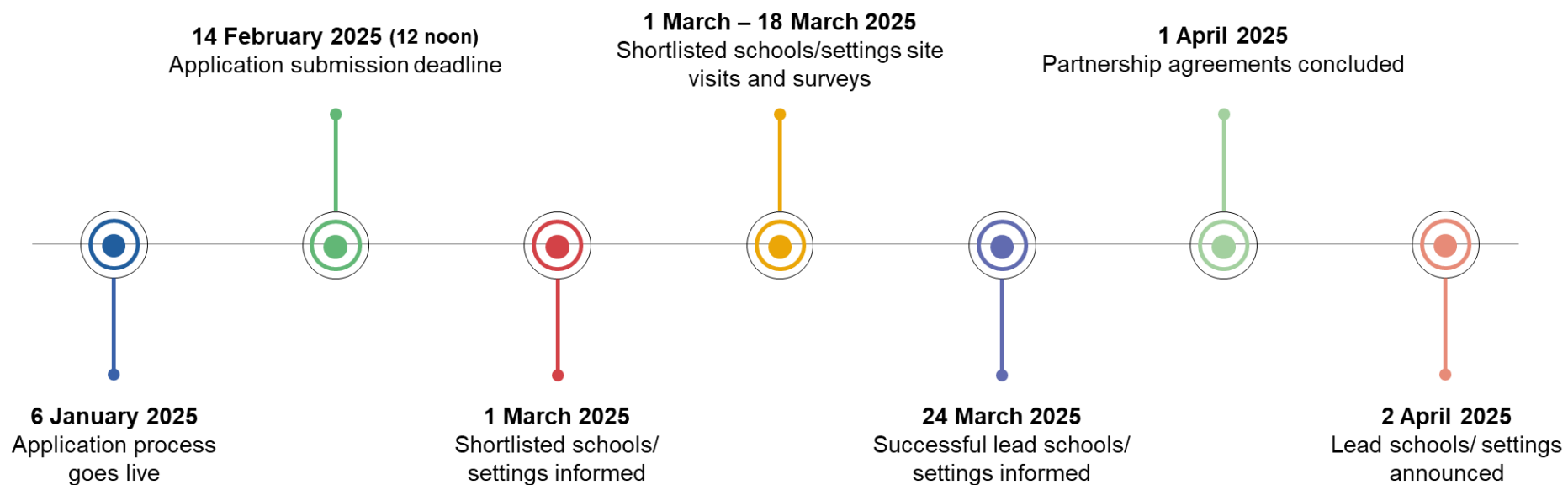
The school needs to evidence a history of embedding music in the curriculum, investing in music CPD for teachers, and engaging positively with the Music Hub (or provide evidence of their ability to support local delivery) to support the delivery of music education on both local and regional levels. It should also have experience or potential in promoting music education regionally and in leading/supporting CPD for music teachers.

## Recruitment process

### **Application requirements:**

- Supporting Letter (up to two sides A4): From the music subject leader, in collaboration with the Senior Leadership Team (SLT), and if applicable, include a statement of support from Governors and/or the Multi-Academy Trust SLT.
- Include your School Music Development Plan.
- Optional additional evidence could include, for example, completed Audit document [Building a high-quality music education \(herts-music-service.org.uk\)](https://www.herts-music-service.org.uk), school music web page, concert brochure, etc.

## Timeline



## Application

Submit application by email to [benjamin.stevens@hertfordshire.gov.uk](mailto:benjamin.stevens@hertfordshire.gov.uk).

**The deadline is 12.00pm (midday), Friday 14 February 2025.**

- Submit only one application per setting/school. Academies and schools within multi-academy trusts and federations will be treated as separate entities.
- The application should be completed by the music subject leader, in collaboration with the leadership team and the governor responsible for music provision.

## Supporting letter

The supporting letter should include:

- **Motivation and vision**  
Clearly articulate your reasons for wanting to become a Lead School for the Hertfordshire Music Hub. Highlight your vision for music education and how this role aligns with your school's goals.
- **Expertise and contributions**  
Detail the specific expertise, knowledge, and skills your school will bring to the Lead School role. Include examples of successful music programmes, initiatives, and any unique approaches your school has implemented.
- **Promotion of music beyond the school**  
Illustrate how your school is promoting music education beyond its own boundaries. This could include outreach programmes, partnerships with other schools, community music events, and initiatives that support music education in the wider community.
- **Current collaboration within the Hertfordshire Music Hub area**  
Describe how your school is currently working with and supporting the Hertfordshire Music Hub. Provide examples of joint projects, events, or initiatives that demonstrate your active involvement and commitment.
- **Capacity to support training and development activities**  
Explain how your school will dedicate sufficient time and resources to achieve the aims of the Lead School programme. Highlight any training sessions, workshops, or professional development opportunities you have facilitated or participated in.
- **Innovative practices and research**  
Showcase your engagement in research and innovative practices for teaching and learning music. Mention any pilot programmes, new teaching methods, or research projects your school is involved in, and how these have positively impacted music education.

## Shortlisting

Shortlisted applications will be assessed further before final selection by the Music Hub Panel.

School visits:

- The Music Hub Panel will visit shortlisted schools to observe teaching, co- and extra-curricular activities, and assemblies, where relevant.
- Shortlisted school music subject leaders and headteachers will be asked to attend an interview to include a short presentation on 'The School's Vision for Music Education and Music Opportunities' (c. 30-45 minutes).
- Additional discussions may be held with staff, pupils, parents, governors, the school leadership team, and the subject leader, where relevant.

The panel will scrutinise further evidence such as:

- Ofsted reports, feedback, media coverage, recordings, and videos of student progress.
- Data on GCSE uptake, Free School Meals (FSM) engagement in music programmes, and SEND student participation.
- Track record in supporting peers in other schools to strengthen music delivery.

## Lead School status

**Initial term:** the status of the Lead School will be granted subject to continued Hub funding for the Lead Schools programme.

**Annual evaluation:** the status will be evaluated annually on a rolling basis.

**Re-assessment:** towards the end of each academic year, both parties will review the relationship. The Music Hub will decide whether to continue the role for another year or to recruit another Lead School. This review will consider factors that may affect the school's capacity to fulfil the role, such as changes in staffing, timetabling adjustments, or if standards in relation to the Lead School programme fall below expectations.

Lead Schools meetings:

- Thursday 24 April 2025, 6.00pm
- Thursday 19 June 2025, 6.00pm
- Thursday 18 September 2025, 6.00pm

Representation at all meetings will be a condition of becoming a Lead School.

## Recognition and benefits

- **Accreditation:** designation as a Music Hub Lead School/Setting with exemplary music education provision. Public certificate and accreditation logo to be provided.
- **Professional development:** one complimentary place at all relevant Music Hub CPD events.
- **In-kind support:** provision of resources and support as appropriate, based on identified needs to deliver the Lead School programme, subject to availability.
- **Representation opportunities:** potential invitations to represent the Music Hub at local, national, and other hub-related events.
- **Remuneration:** funding to deliver commissioned activity will be agreed in advance with the Music Hub for relevant additional costs associated with the Lead School programme, subject to funding availability.

## Partnership agreement

A partnership agreement will be established between the Lead School and the Music Hub. Lead Schools are expected to appoint a primary contact who will regularly engage with the Music Hub. It is crucial that Lead Schools/Settings continue to exemplify excellence in music education beyond their acceptance to Lead School status. As integral partners within the Music Hub, Lead Schools/Settings will contribute their school-based expertise and experience in school-to-school support to broaden Music Hub partnership discussions and strategies.

## Outcomes

By delivering a successful Lead School programme, we will have:

### Teacher training and professional development - connected workforce

- Fostered a more interconnected music education workforce.
- Facilitated the sharing of expertise and best practices.
- Enhanced the skills of music educators and built a supportive community.

### Curriculum - quality provision

- Ensured the design of high-quality, bespoke, and progressive music curricula.
- Improved teaching practices and elevated the overall quality of music education.

### Inclusivity and accessibility

- Increased access to music education for all children and young people, regardless of background or circumstances.
- Engaged more students in musical activities, fostering a lifelong love for music.

### Events and opportunities

- Expanded access to in-school, out-of-school, and large-scale music events and opportunities.

## Partnership

- Strengthened partnerships with the Music Hub to enhance the music education ecosystem.
- Promoted effective coordination within the music sector to facilitate pathways to industry.

## Roles and responsibilities

### Lead School roles and responsibilities.

Lead Schools will not take the place of the Hub Lead Organisation but will play a distinct and additional role in supporting schools to improve their music provision. In partnership with the Music Hub, Lead Schools will be expected to support and develop schools / settings through:

### Advocacy

- Advocate for music education and the work of the Music Hub to colleagues in other schools.
- Encourage a culture of data and information sharing to enhance music education provision, helping schools understand and share their data with the Music Hub.

### Understanding local needs

- Ensure the Music Hub identifies, understands, and can respond to the current context, local needs, challenges, and opportunities for teachers and schools.
- Contribute to the Music Hub's needs analysis and offer insights to help shape Hub strategies where required.
- Collaborate with the Hub to set realistic and credible objectives to address these needs.
- Adapt offers and ways of working to achieve maximum impact in these settings.

### Promoting inclusion

- Promote shared messaging and the importance of collaboration to schools, helping them recognise their role in inclusion and progression.
- Support and promote consistency across the Hub area, including through inclusion strategy support.
- Champion inclusion, forging good links with special schools and alternative provision settings, promoting equity of access and diversity of genres and provision.

### Connecting and supporting schools

- Connect with other local schools, including other Lead Schools, to support all musical activities including but not limited to curricular, co-curricular, and extra-curricular.

### Professional development

- Work with the Hub to develop, commission, and/or deliver CPD and peer-to-peer support.
- Work closely with the Music Hub to develop networks of best practice in Hertfordshire.
- Support the Teaching School Hubs with specific music training provision where needed.
- Help the Music Hub support schools in embedding high-quality curricular and co-curricular music, captured in school music development plans.
- Keep the Music Hub informed about challenges facing teachers and schools to enable targeted support.

### Partnerships and networks



- Support the Music Hub in establishing or developing wider education or music sector partnerships.
- Bring school-based expertise to wider Hub partnership discussions and strategies.

### **Meetings and events**

- Attend Hub Lead School meetings, CPD planning meetings, lead network meetings, and/or lead/support training events.

### **Resource contribution**

- Contribute to a shared resource bank managed by the Hub Lead Organisation.
- For secondary schools, building a pathway to and enabling the study of music at Key Stage 4 and beyond.

Lead Schools should be locally visible and promote their own and other school's good practice. To achieve this, they should share information via the school's website, social media, or other relevant platforms.

### **Hub Lead Organisation roles and responsibilities.**

The Hub Lead Organisation will:

- use relevant data, information, and evidence to inform reporting of Hub activity and development to ACE
- ensure that all the work undertaken by this partnership is driven by the needs of pupils, teachers, and schools within the Hub area
- consider supporting Lead Schools with the cost of delivering this programme where relevant, within a specified budget
- seek endorsement from the Hub board for allocating grant funding to supporting the Lead School programme each year, subject to funding availability
- monitor performance and the impact of Lead Schools against the set objectives agreed by the Hub
- review membership of the Lead School programme on an annual basis, taking into account performance and quality as agreed in the partnership agreement
- share information relating to Lead Schools with ACE through regular reporting, (SMART objectives; school engagement strategy; annual survey)

## Monitoring

The Music Hub will continuously monitor the progress and impact of Lead Schools against the set outcomes through the following methods:

- **Regular meetings**  
Conduct regular meetings with the music lead, Senior Leadership Team (SLT), and linked governors.
- **School visits**  
Perform school visits to observe and share best practices.
- **Personalised feedback**  
Hold one-to-one meetings for personalised feedback and support.
- **Data analysis**  
Analyse exam and test results to assess progress.
- **Ofsted reviews**  
Review Ofsted reports for additional insights.
- **Stakeholder feedback**  
Collect feedback forms from stakeholders to gauge satisfaction and areas for improvement.

## Your data

Your data and its security are very important to us. We store data in compliance with HCC regulations. For more information, please see our privacy policy [Privacy customers \(hertsmusicservice.org.uk\)](https://hertsmusicservice.org.uk/privacy-customers).